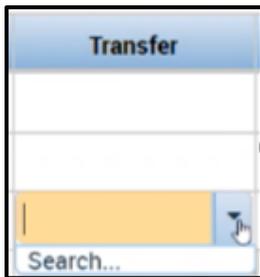




# Manager Guide to Transfer Accounts

## Cost Center – Fund Transfer

1. Click <Enter Pay Code> to add a new row.
2. Click the drop-down arrow next to the Transfer cell in the applicable row and select **Search**.



3. Click on Labor Account.



4. Cost centers start with the department number. To search for a **Cost Center - Fund**, you must enter “CC” followed by a space and then a two-digit department number.





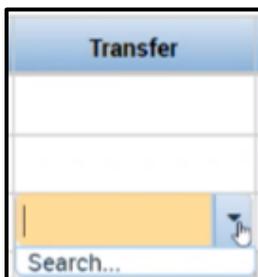
# Manager Guide to Transfer Accounts

5. Click the desired **Cost Center – Fund**.
6. Click **OK** to record the **Cost Center - Fund** and return to the timecard.
7. Click the cell for the desired date on the same row as the new **Cost Center-Fund** and enter the number of hours worked (use format HH.hh).
8. Adjust the daily hours by modifying the original hours as necessary.
9. Click **SAVE**.

Pay Code	Transfer	Sun 3/12
Hours Worked		
Hours Worked		
Acting Promo	;/CC 45000-001////	2.0

## Project – Task with Expenditure Org Transfer

1. Click **<Enter Pay Code>** to add a new row.
2. Click the drop-down arrow next to the **Transfer** cell in the applicable row and select **Search**.





# Manager Guide to Transfer Accounts

3. Click on **Labor Account**.

4. Most **Project-Task** start with the department number. To search for a **Project-Task**, you must enter "PT 0" (i.e., PT space zero) followed immediately by the project code.

5. Click the desired **Project-Task** and **Expenditure Org**.

6. Click **OK** to record the **Project-Task** and **Expenditure Org** and return to the timecard.





# Manager Guide to Transfer Accounts

7. Click the cell for the desired date on the same row as the new **Project-Task** and enter the number of hours worked (use format HH.hh).
8. Adjust the daily hours by modifying the original hours as necessary.
9. Click **SAVE**.

Totals Accruals Audits Historical Corrections		
All	All	↕
Account	Pay Code	Amount
(x)FIN 32-1998/-/PT 0100300-11.01/07100/-/3200001/-	Regular	4.0
FIN 32-1998/-/1-1-1-/3200001/-	Regular	76.0

## Reason Code Transfer & Notes

1. Click the dropdown in the **Transfer** cell. Click **Select** to open the Transfer window.
2. Click on **Labor Account**.

**Transfer**

Name  
Job  
Labor Account

Job Transfer **Labor Account**





# Manager Guide to Transfer Accounts

3. Click the **Reason Code** dropdown and use **Smart Search** to find and select the desired **Reason Code**.

Reason Code:	<input type="text" value=""/>	<input type="text" value="05"/>
Manager:	<input type="text" value="al"/>	
Batt-Unit:	ALTPPLACE    PENDING ALTERNATE PLACEMENT	
	BALTBAC      BALTIMORE UNREST BACKFILL	
	BALTEMG     BALTIMORE VIOLENT UNREST 2015	

4. Click **Apply**.
5. Click the cell for the desired date and enter the number of 'Hours Worked' (use format HH.hh) in that **Reason Code**.
6. Adjust the daily hours by modifying the original hours as necessary.
7. Click **Save**.

	Pay Code	Transfer	Sun 3/26
<input checked="" type="checkbox"/>	Hours Worked		4.0
<input checked="" type="checkbox"/>	Hours Worked	;/;/;/ALTPPLACE//	4.0
<input type="checkbox"/>	<Enter Pay Code>		
<input type="checkbox"/>	Schedule		
<input type="checkbox"/>	Daily Total		8.0

